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12 February 1953

REPORT FOR THE WEEK OF 9 - 13 FEBRUARY

To: The Deputy Director of Training (General)

From: Management Training Division

1. Accomplishments

[] completed the Human Resources Program initial phase with 14 section chiefs in OCD on Tuesday.

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[] began the Human Resources Program with a final group of 18 section and unit chiefs in OCD on Wednesday.

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~~I made~~ ^{was given} a general presentation of the Human Resources Program at the top staff meeting of TSS, - [] and 15 division chiefs and equivalent staff. A decision regarding the installation of the Human Resources Program in TSS will be made next week. ✓

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It has been decided that [] of the Clerical Training Branch will spend the equivalent of one day per week investigating the problems involved in developing a training program for Records Management Officers. [] will spend this time in the office of [], Records Management and Distribution Branch, Records Services Division, Office of General Services. It is expected that a Records Management Training Program will get under way about 15 May.

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- 2.
- 3.
- 4.
- 5.

No report.



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Chief, Management Training Division

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